

Application for the Certificate of Appropriateness

Per section § 315-42 of the HPO Historic Preservation Overlay District zoning ordinance, the following application must be completed when alterations in the architectural appearance of any structure within the HPO district is proposed.

Please provide the following:

1. Architectural plans, elevations, photographs, color samples and/or perspective drawings and sketches illustrating the design and character of all proposed alterations (except painting, see below) must be submitted. Said elevations and drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air-conditioning equipment. These drawings are to be completed to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all detail drawn on each elevation. Plans drawn with partial building details indicated will be returned to the Applicant for redrafting.

For alterations consisting of painting only, color samples and photographs shall be submitted indicating the areas to be painted.

2. Applicant Name: _____
3. Contact Name: _____
4. Name of Tenant: _____
5. Name of Business: _____
6. What is (are) the existing use(s) of the building?: _____
7. Telephone Number: _____ Facsimile Number: _____
8. E-Mail Address: _____
9. Project Address: _____, Burlington, WI
10. Mailing Address: _____
11. Does the applicant own the project building? _____ Yes _____ No
12. If no, please list owner's name and address: _____
13. Architect or engineer's name and address: _____

14. Date of submittal of plans: _____
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: _____
17. Height of building: _____
18. Exterior material samples to be provided: _____

NOTE: Please supply material samples of all exterior alterations for the HPC meeting.

19. Proposed Start Date: _____

20. Proposed Completion Date: _____

21. Additional information may be requested to include, but not limited to, the following:

- A. Photographs from the site adjacent neighboring structures and/or property;
- B. Detailed drawings of decorative elements of the buildings and/or structure(s);
- C. Sectional building or site drawings drawn to recognized engineering or architectural scale.

NOTE: Please provide any and all information that will illustrate to the Commission the effect of the proposed change.

Signature of Applicant

Signature of Property Owner

- ☐ Please reserve my position for Façade grant money in the event additional funding is made available in the future. I understand I would be required to complete a Façade Grant Application within 10 business days of notification of fund availability or I would lose my reserved position.